

OFFICE OF PROCUREMENT

Delegation of CO Responsibilities
LMS-OP-4522 Revision: H

Approval Original signed on file
Organizational Unit Manager, Office of Procurement
Date 6/18/2008

NASA Langley Research Center (LaRC)
Langley Management System (LMS)

CHANGE RECORD

Rev. No.	Date	Description
B	03/14/01	Revises authority for recommending COTRs. Requires copy of term COTR appointments to be forwarded to OP secretary. Removes procedures which merely refer to other procedures.
C	12/14/01	Revises the keeper of term COTR appointments. Incorporates CAA information from LMS-TD-4547, Tab 98.
D	8/22/02	Adds Section II regarding records. Revises COTR Delegations and Grant/CA Delegations, corrects DCMA web address.
E	4/22/04	Revises Paragraph IV, A, B and C to clarify delegation process.
E-1	8/12/04	Clarifies Sections I, IV B., IV C.2, and IV D.
E-2	6/13/06	Minor changes for clarification throughout.
F	4/10/07	Paragraph IV C, expands on coordination of reviewing forms and delegations related to SBIR/STTRs.
G	6/14/07	Section IV C, 1. updated direct links, clarified 5., deleted 6., deleted 7. which will be covered under LMS-OP-4520, and deleted 8. general reference to Procurement Officer approval and specified the requirement under 3. for subcontract consent.
H	6/18/08	Section IV B. revised to identify procurements that do not require COTR delegations and add guidance on delegations and training for Task Monitors via new Langley Form P 631.

Verify correct revision before use by checking the LMS Web Site

I. Introduction

This document describes procedures for the delegation of Contracting Officer (CO) responsibilities to other supporting Government organizations in order to ensure adequate Government surveillance of contractor performance.

II. Records

Records generated by this procedure are contained in the Contract Files.

III. Listing of Instruction Topics

- A. General
- B. Contracting Officer's Technical Representative (COTR) Delegations
- C. Contract Administration Delegations
- D. Grant/Cooperative Agreement Delegations
- E. Revisions to Delegations

IV. Instructions

A. General – All delegated functions and scopes of authority conferred upon representatives shall be consistent with any unique contract requirements and within the CO's authority. NASA Forms, appendices and letters relating to delegations are located in the Virtual Procurement Office (VPO) and The Link.

B. COTR Delegations – The CO may appoint a qualified Government employee to act as their representative in managing the technical part of a contract. Delegations are not required on the following procurements:

- SBIR Phase III contracts
- Purchase Orders
- NRA Contracts (regardless of contract type)
- Firm Fixed Price Contracts (excluding support services)

Exceptions to delegating under the above procurements are to be approved by the Branch Head. A Technical Monitor (TM) may be appointed when determined necessary for the above procurements. The TM will serve as a technical liaison between the CO and contractor.

Prior to developing a COTR delegation appointment, the Contract Specialist (CS) shall obtain a completed Langley Form (LF) P231, "Recommendation for Appointment of Technical Representative and/or Alternate Technical Representative," from the responsible technical personnel Branch Head.

The CS shall verify with the Office of Procurement (OP) Training Coordinator that the recommended designee has completed the mandatory COTR training (an up-to-date listing is located on The Link). If the designee has not completed the training, a temporary appointment may be issued in accordance with NFS Part 1842. A copy of this appointment shall be

forwarded to the OP Training Coordinator for retention. The COTR shall be notified that the required training must be completed prior to the expiration of this term. The COTR training requirement is not applicable to a TM; however, procurement training performed by a Senior CO or Procurement Manager shall be provided before the appointment.

In accordance with FAR Part 42 and NFS Parts 1801 and 1842, the CO shall prepare a memorandum appointing the COTR and TM. A LF P 163, "Appointment of Technical Monitor", shall be used to appoint the TM. This appointment shall define the scope and limitations of the COTR's and TM's authority. The CS shall insure that all appendices to the NF 1634 are clearly labeled with the contract number to which they are applicable upon issuance.

C. Contract Administration Delegations – In addition to the procedures stated in FAR Part 42 and NFS Part 1842, the CS shall:

1. Coordinate the development of delegations with the office having cognizance of the delegated functions as specified on NF 1430 and 1433. (Cognizant delegation offices may be found at Defense Contract Management Command (DCMC) at <http://home.dcm.mil/> under CAS Directory, CAS Component Directory; Defense Contract Audit Agency (DCAA) at <http://www.dcaa.mil>) under Audit Office Locator, CONUS; Department of Health and Human Services (DHHS) at <http://rates.psc.gov/> under Contact Information and Office Locations or Financial Management and search for the Rate Agreement; and Office of Naval Research at [ONR UBA: Office Locator](#) under Office Locator). The final delegation shall note the DCMC/DCAA individuals name, phone number, and any pertinent information discussed. Coordinate the development of NF 1430B, Quality Assurance, with the Center Mission Assurance Branch. Coordinate the development of NF 1430C, Property Administration, and NF 1430D, Plant Clearance, with the Industrial Property Officer of the Center Capital Assets and Logistics Branch.

2. Issue contract administration delegations to the cognizant DCAA/DCMC under all contracts requiring the performance of any of the functions identified in FAR Part 42 and NFS Part 1842, unless excepted by NFS Part 1842.

3. When the prime contractor has an approved purchasing system AND there is a resident DOD contract administration office, subcontract consent shall be delegated. This combination minimizes risks sufficiently and protects the Government's interests. The cognizant Contracting Officer shall discuss the subcontract consent issue at the post award conferences or telecons conducted with the DCMC office. NFS Part 1844.202-1(a) requires the Procurement Officer's approval to delegate subcontract consent.

4. SBIR/STTRs Phase I and II shall not be delegated to DCAA; however, audit reviews of the Contractor's progress payment requests may be requested by letter to the audit agency.

5. SBIR/STTR's are normally not delegated to DCMC unless there is property to be furnished by the Government or the contract contains a property cost element. In these circumstances, only property and plant clearance delegation shall be prepared. Even if

materials will be used but expended during performance whether or not there is a deliverable, property delegation is still required.

D. Grant/Cooperative Agreement Delegations - In accordance with NPR 5800.1, “Grant and Cooperative Agreement Handbook,” the CO shall delegate full administration (excluding closeout per Grant Notice (GN) 00-04) to the ONR for all grants and cooperative agreements with non-profit institutions. The delegation shall be accomplished using NF 1674, “Letter of Delegation for the Administration of Grants and Cooperative Agreements.”

E. Revisions to Delegations – When modifications to delegations are required, the CO may issue correspondence which addresses only the changed responsibilities. If a COTR is to be replaced, the CO shall rescind the delegation of the current COTR and issue a new delegation to the new COTR, following the procedures delineated in the paragraphs above.